

1 Rule 10. Form of pleadings and other papers.

2 (a)(1) Caption; names of parties; other necessary information. All pleadings and
3 other papers filed with the court shall contain a caption setting forth the name of the
4 court, the title of the action, the file number, the name of the pleading or other paper,
5 and the name, if known, of the judge (and commissioner if applicable) to whom the case
6 is assigned.

7 (a)(2) In the complaint, the title of the action shall include the names of all the
8 parties, but other pleadings and papers need only state the name of the first party on
9 each side with an indication that there are other parties. A party whose name is not
10 known shall be designated by any name and the words "whose true name is unknown."
11 In an action in rem, unknown parties shall be designated as "all unknown persons who
12 claim any interest in the subject matter of the action."

13 (a)(3) Every pleading and other paper filed with the court shall ~~also~~ state in the top
14 left hand corner of the first page the name, address, email address, telephone number
15 and bar number of any the attorney ~~representing the or~~ party filing the paper, ~~which~~
16 ~~information shall appear in the top left hand corner of the first page. Every pleading~~
17 ~~shall state and, if filed by an attorney, the name and address of the~~ party for whom it is
18 ~~filed; this information shall appear in the lower left hand corner of the last page of the~~
19 pleading. The plaintiff shall file together with the complaint a completed cover sheet
20 substantially similar in form and content to the cover sheet approved by the Judicial
21 Council. The clerk may destroy the coversheet after recording the information it
22 contains.

23 (b) Paragraphs; separate statements. All ~~averments~~ statements of claim or defense
24 shall be made in numbered paragraphs, ~~the contents of each of which. Each paragraph~~
25 shall be limited as far as practicable to ~~a statement of~~ a single set of circumstances; and
26 a paragraph may be ~~referred to by number~~ adopted by reference in all succeeding
27 pleadings. Each claim founded upon a separate transaction or occurrence and each
28 defense other than denials shall be stated in a separate count or defense whenever a
29 separation facilitates the clear presentation of the matters set forth.

(c) Adoption by reference; exhibits. Statements in a pleading paper may be adopted by reference in a different part of the same pleading or in another pleading, or in any motion paper. An exhibit to a pleading paper is a part thereof for all purposes.

(d) ~~Paper quality, size, style and printing. All pleadings and other papers filed with the court, except printed documents or other exhibits, shall be typewritten, printed or photocopied in black type on good, white, unglazed paper of letter size (8 1/2" x 11"), with a top margin of not less than 2 inches above any typed material, a left-hand margin of not less than 1 inch, a right-hand margin of not less than one-half inch, and a bottom margin of not less than one-half inch. All typing or printing shall be clearly legible, shall be double-spaced, except for matters customarily single-spaced or indented, and shall not be smaller than 12-point size. Typing or printing shall appear on one side of the page only.~~ Paper format. All pleadings and other papers, other than exhibits and court-approved forms, shall be 8½ inches wide x 11 inches long, on white background, with a top margin of not less than 2 inches, a right and left margin of not less than 1 inch and a bottom margin of not less than one-half inch, with text or images only on one side. All text or images shall be clearly legible, shall be double spaced, except for matters customarily single spaced, and shall not be smaller than 12-point size.

(e) Signature line. ~~Names~~ The name of the person signing shall be typed or printed under ~~all signature lines, and all signatures shall be made in permanent black or blue ink that person's signature. If a paper is electronically signed, the paper shall contain the typed or printed name of the signer with or without a graphic signature.~~

(f) ~~Enforcement by clerk; waiver for pro se parties. Non-conforming papers.~~ The clerk of the court shall examine all pleadings and other papers filed with the court. If they are not prepared in conformity with ~~this rule subdivisions (a) – (e)~~, the clerk shall accept the filing but may require counsel to substitute properly prepared papers for nonconforming papers. The clerk or the court may waive the requirements of this rule for parties appearing pro se. For good cause shown, the court may relieve any party of any requirement of this rule.

(g) Replacing lost pleadings or papers. If an original pleading or paper filed in any action or proceeding is lost, the court may, upon motion, with or without notice, authorize a copy thereof to be filed and used in lieu of the original.

61 (h) No improper content. The court may strike and disregard all or any part of a
62 pleading or other paper that contains redundant, immaterial, impertinent or scandalous
63 matter.

64 (i) Electronic papers.

65 (i)(1) Any reference in these rules to a writing, recording or image includes the
66 electronic version thereof.

67 (i)(2) A paper electronically signed and filed is the original.

68 (i)(3) An electronic copy of a paper, recording or image may be filed as though it
69 were the original. Proof of the original, if necessary, is governed by the Utah Rules of
70 Evidence.

71 (i)(4) An electronic copy of a paper shall conform to the format of the original.

72 (i)(5) An electronically filed paper may contain links to other papers filed
73 simultaneously or already on file with the court and to electronically published authority.

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